



City of Stamford, Connecticut

2012

Annual Income and Expense Report

FILING INSTRUCTIONS – Connecticut General Statutes 12-63c requires all owners of rental real property to annually file this report. In order to fairly assess your real property, information regarding the property income and expenses is required. **The information filed and furnished with this report will remain confidential in accordance with 12-63c(b), which provides that actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section 1-210 (Freedom of Information).**

Please complete and return the completed form to the Stamford Assessor's Office on or before June 1st, 2013. In accordance with Section 12-63c (d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a **Ten Percent (10%) increase** in the assessed value of such property.

GENERAL INSTRUCTIONS - Complete this form for all rented or leased commercial, retail, industrial or combination property. Identify the property and address. **Provide Annual information for the Calendar Year 2012.** **TYPE/USE OF LEASED SPACE:** Indicate use the leased space is being utilized for (i.e., office, retail, warehouse restaurant, garage, etc.). **ESC/CAM/OVERAGE:** (Circle if applicable) **ESCALATION:** Amount, in dollars, of adjustment to base rent either pre-set or tied to the Inflation Index. **CAM:** Income received from common area charges to tenant for common area maintenance, or other income received from the common area property. **OVERAGE:** Additional fee or rental income. This is usually based on a percent of sales or income. **PROPERTY EXPENSES & UTILITIES PAID BY TENANT:** Indicate the property expenses and utilities the tenant is responsible for. Abbreviations may be used (i.e., "RE" for real estate taxes & "E" for electricity). **VERIFICATION OF PURCHASE PRICE & IMPROVEMENTS** must be completed if the property was acquired or improvements/additions were performed on or after January 1, 2012.

WHO SHOULD FILE – All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. If you believe that you are not required to fill out this form, please call the number listed below to discuss your special situation. All properties which are rented or leased, including commercial, retail, industrial and residential properties, except "*such property used for residential purposes, containing not more than six dwelling units and in which the owner resides*" must complete this form. If a property is partially rented and partially owner-occupied, this report must be filed. If the property is 100% owner occupied, please check the box on the top right of Page 1 and return the form to the Assessor's Office.

HOW TO FILE – Each summary page should reflect information for a single property for the 2012 calendar year. If you own more than one rental property, a separate report/form must be filed for each property in this jurisdiction. An income and expense report summary page and the appropriate income schedule must be completed for each rental property. Income Schedule A must be filed for apartment rental property and Schedule B must be filed for all other properties. **All property owners must sign & return the forms to the Stamford Assessor's Office on or before June 1st, 2013 to avoid a Ten Percent (10%) penalty.**

A COMPUTER PRINT-OUT IS ACCEPTABLE AS LONG AS THE REQUIRED INFORMATION IS PROVIDED.

RETURN TO:

OFFICE OF THE ASSESSOR
888 Washington Boulevard
P.O. Box 10152
Stamford CT 06904-2152

(203) 977-4674 Neeraj(Raj) Rajbhandari
(203) 977-4017 Ron Benyus
(203) 977-5604 Rob Rende

RETURN TO THE ASSESSOR ON OR BEFORE June 1st, 2013

2012 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Page 1

Property Address:

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IF YOUR PROPERTY IS 100% OWNER-OCCUPIED OR 100% LEASED TO A RELATED CORPORATION, BUSINESS, FAMILY MEMBER OR OTHER RELATED ENTITY, PLEASE INDICATE BY CHECKING THE BOX AND RETURN TO ASSESSOR'S OFFICE.

Parcel ID:

1. Primary Property Use:

If incorrect or changed, specify _____

2. Gross Building Area (Including Owner-Occupied Space): _____ Sq. Ft.

3. Net Leasable Area _____ Sq. Ft. 4. Owner-Occupied Area _____ Sq. Ft.

5. No. of Units _____ 6. Number of Parking Spaces _____

7. Actual Year Built _____ 8. Year Remodeled _____

INCOME – 2012

(Use Potential Gross Income from Schedules A & B)

9. Apartment Rental (Totals Schedule A) _____

If rent roll provided, indicate average rent
per unit type in Schedule A

10. Office Rentals (Totals Schedule B) _____

11. Retail Rentals (Totals Schedule B) _____

12. Mixed Rentals (Totals Schedule B) _____

13. Shopping Center Rentals (Totals Schedule B) _____

14. Industrial Rentals (Totals Schedule B) _____

15. Other Rentals (Totals Schedule B) _____

16. Parking Rentals (Totals Schedule B) _____

17. Other Property Income _____

18. **Potential Gross Income** (add line 9 thru line 17) _____

19. Income Loss due to Vacancy _____

20. **Effective Annual Income** (line 18 minus line 19) _____

21. NET EXPENSES (from page 2 – line 41) _____

22. **NET OPERATING INCOME** (Line 20 minus line 21) _____

RETURN TO THE ASSESSOR ON/OR BEFORE JUNE 1, 2013 TO AVOID 10% PENALTY

EXPENSES – 2012

| | |
|-----------------------------------------------------------------------|-------|
| 23. Heating / Air Conditioning | _____ |
| 24. Electricity | _____ |
| 25. Other Expenses | _____ |
| 26. Payroll (except management, repair) | _____ |
| 27. Supplies | _____ |
| 28. Management | _____ |
| 29. Insurance | _____ |
| 30. Common Area Maintenance | _____ |
| 31. Leasing Fees/Commissions/Advertising | _____ |
| 32. Legal and Accounting | _____ |
| 33. Elevator Maintenance | _____ |
| 34. Security | _____ |
| 35. Other (specify) | _____ |
| 36. Other (specify) | _____ |
| 37. Other (specify) | _____ |
| 38. Total Expenses (add lines 23 thru 37) | _____ |
| 39. Reimbursed Expenses from Tenants | |
| A) CAM | _____ |
| B) Insurance | _____ |
| C) Real Estate Taxes | _____ |
| D) Other (Specify) | _____ |
| 40. Total Reimbursed Expenses from Tenants (Sum of 39 A, B, C & D) | _____ |
| 41. Net Expenses (line 38 minus line 40) | _____ |
| 42. Capital Expenses | _____ |
| 43. Real Estate Taxes | _____ |
| 44. Mortgage Payment (principal and interest) | _____ |

AFFIDAVITE:

I DO HEREBY DECLARE UNDER PENALTIES OF FALSE STATEMENT THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, REMEMBRANCE AND BELIEF IS A COMPLETE AND TRUE STATEMENT OF ALL THE INCOME AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY (*Section 12-63c (d) of the Connecticut General Statutes*).

NAME (Print): _____

SIGNATURE: _____

TITLE: _____

DATE: _____

PHONE: _____

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| UNIT TYPE | No. of Units | | Unit Size | Monthly Rent | | <u>Actual</u> Annual Rent Received | Income Loss due to Vacancy | <u>Potential</u> Gross Income |
|--------------------------------|--------------|--------|-----------|--------------|-------|---------------------------------------|-------------------------------|----------------------------------|
| | Total | Rented | Sq. Ft. | Per Unit | Total | (A) | (B) | (Column A + B) |
| Efficiency | | | | | | | | |
| 1 Bedroom | | | | | | | | |
| 2 Bedroom | | | | | | | | |
| 3 Bedroom | | | | | | | | |
| 4 Bedroom | | | | | | | | |
| Other Rentable Units | | | | | | | | |
| Owner/Manager/Janitor Occupied | | | | | | | | |
| SUBTOTAL | | | | | | | | |
| Garage/Parking | | | | | | | | |
| Other Income (Specify) | | | | | | | | |
| TOTALS | | | | | | | | |

SCHEDULE B – 2012 Lessee Rent Schedule *Complete this Section for all other rental activities except apartment rentals*

[illegible]

COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED

VERIFICATION OF PURCHASE PRICE & IMPROVEMENTS

Page 4

(COMPLETE IF THE PROPERTY WAS ACQUIRED ON OR AFTER JANUARY 1, 2012)

Purchase Price \$ _____ Down Payment \$ _____ Date of Purchase _____

(Check one)

1st Mortgage \$ _____ Interest Rate _____ % Payment Schedule Term _____ Years
 2nd Mortgage \$ _____ Interest Rate _____ % Payment Schedule Term _____ Years
 Other \$ _____ Interest Rate _____ % Payment Schedule Term _____ Years

| Fixed | Variable |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Did the purchase price include a payment for: Furniture: _____ Equipment: _____ Other (Specify): _____

Was the sale between Related Parties: (Circle One) Yes No Approximate vacancy at date of purchase _____ %

Was an appraisal used in the purchase or financing: (Circle One) Yes No Appraised Value: _____

Is property currently listed for sale: (Circle One) Yes No Name of Appraiser: _____

If property is listed for sale, list asking price: \$ _____ Date Listed: _____ Broker: _____

Remarks – Please explain any special circumstances or reasons concerning your purchase (i.e. Vacancy, conditions of sale, etc.)

COST OF IMPROVEMENT & ADDITIONS:

Below please list improvements/additions made to the property in 2012 (If more space needed, please attach additional sheet)

| IMPROVEMENTS / ADDITIONS | DETAILS OF IMPROVEMENTS | TOTAL COST | LIFE | COMMENTS |
|--------------------------|-------------------------|------------|------|----------|
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2013 TO AVOID 10% PENALTY